

| ASSESSING | EVIDENCE | JUDGEMENT | E ☑ | NE ☑ |
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| STUDY SKILLS Task 6 – Introduction to the Principles of Sustainability <i>Learning Outcomes</i> <i>Use key computer applications effectively</i> <i>Consider the approaches most efficient in learning new information and apply this to assessments</i> <i>Apply APA referencing</i> | Student must take notes on the <i>Story of Stuff</i> video, then collaboratively build a set of notes in a google document. | Student initially posts two points to the google document | | |
| | | Student revisits the document and contributes to filling in the gaps | | |
| | | Student's notes are well-written and clear | | |
| | Student must post their perspective on the <i>Story of Stuff</i> to the course email group, then discuss their classmates perspectives. | Student posts their perspective on the video as a whole and states their agreement or disagreement with either the video as a whole or a specific point which the speaker makes | | |
| | | Student's comment includes discussion (either agreement or disagreement) around at least three points made by the speaker | | |
| | | Student contributes to the general discussion | | |
| | Working in a group students will be assigned one of the points made in the video, will need to research that point, and post their findings to the course email group. | Group post states their findings. | | |
| | | Reference list should include at least three sources, and should be referenced in APA style (correct form is not essential) | | |
| | | Group's paragraph is well structured containing an introduction, a body, and a conclusion | | |
| | | Four or more sources are referenced correctly according to APA style | | |
| | | If sources have a reason for distorting their findings, this is mentioned in the paragraph. | | |
| <div>E = / 4 NE = / 7</div> | | | | |

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| STUDY SKILLS Task 7 – Essay – My personal learning profile <u>Learning Outcomes</u> <i>Use key computer applications effectively</i> <i>Apply effective strategies in organisation and time management</i> <i>Understand their personal learning style and how this relates to their learning process.</i> <i>Use both local and distance library services effectively</i> <i>Apply APA referencing</i> | Student must submit an essay which describes <ul style="list-style-type: none"> • Their long-term learning goals (i.e. over the length of the course and beyond). • Their short-term learning goals (i.e. over the course of the semester) • Their learning profile (i.e. learning preferences), and how this relates to their learning process. • Their skills and weaknesses, potential obstacles to achieving their learning goals, and strategies for overcoming these obstacles • A reference list including at least one book from a local library, one sourced through interloan, and one electronic article. This essay must be formatted according to the following guidelines <ul style="list-style-type: none"> • Required length: 800 words (Your essay must be within +/- 20% of this length) • Essay must incorporate an Introduction, a body, and a Conclusion. • Bolded, italicized and underlined text. • Three different fonts • A Reference List where sources are recorded according to the APA referencing style. Attached to the essay must be <ul style="list-style-type: none"> • a form from the local library confirming the withdrawal of one of their referenced sources • a verification of interloan from the Bill Robertson Library for one of their referenced sources. | Essay structure includes an introduction, a body and a conclusion | | |
| | | Essay fits the word-limit +/- 20% | | |
| | | Introduction introduces the topic clearly | | |
| | | Introduction states the main ideas clearly | | |
| | | Paragraphs are well ordered | | |
| | | Writing flows from topic to topic, paragraph to paragraph | | |
| | | Conclusion is stated clearly, and relates to all main points | | |
| | | Essay demonstrates long-term (over course) learning goals of the student | | |
| | | Essay demonstrates short-term (over semester) learning goals of the student | | |
| | | Learning goals are clearly described | | |
| | | Student describes their personal learning profile | | |
| | | Student demonstrates understanding of the implications of their personal learning profile on their learning | | |
| | | Essay describes the student's <ul style="list-style-type: none"> • skills • weaknesses • potential obstacles to achieving their learning goals • strategies for overcoming these obstacles | | |

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| | Essay demonstrates that the student has considered the relationship between all elements listed in the previous judgement statement | | |
| | Document includes bolded, italicized and underlined text and 3 different fonts | | |
| | Document includes 3 different fonts | | |
| | Reference list includes at least three sources | | |
| | References are correct according to APA referencing style | | |
| | Evidence is provided that one book has been sourced from a local library | | |
| | Evidence is provided that one book has been sourced through the Bill Robertson interloan facility | | |
| | The first electronic source is able to be accessed | | |
| E = / 10 NE = / 11 | | | |

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| STUDY SKILLS Task 4 – Use Elluminate <u>Learning Outcome</u> <i>Use key computer applications effectively</i> | Student must log into an elluminate session and use the basic communication options available. | Student is present in the elluminate session | | |
| | | Student is able to communicate using the instant messaging window | | |
| | | Student is able to communicate using the voice option. | | |
| | | | | |
| STUDY SKILLS Task 8 – Paragraph – Time Management <u>Learning Outcome</u> <i>Apply effective strategies in organisation and time management</i> | Student must write a paragraph discussing <ul style="list-style-type: none">● Elements of time management, and the importance of each of these elements.● Their current strengths in time management?● What aspects of time management they might need to improve? | Paragraph identifies important areas that require time in the student's life | | |
| | | Paragraph demonstrates the need to identify priorities in the student's life | | |
| | | Paragraph describes allocation & scheduling of time to the areas of their life that they have identified | | |
| | | Paragraph demonstrates understanding of the reasons why allocating time in this way is useful | | |
| | | Paragraph demonstrates an understanding that prioritisation is useful because it allows you to focus on the tasks which are most important | | |
| | | Paragraph demonstrates that the student has considered their strengths and weaknesses with respect to time management | | |
| | | Paragraph is well structured, containing an introduction, body text, and a conclusion | | |
| <div>E = / 5 NE = / 5</div> | | | | |

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| STUDY SKILLS Task 9 – Self-assessment <u>Learning Outcomes</u> <i>Use key computer applications effectively</i> <i>Consider the approaches most efficient in learning new information and apply this to assessments</i> | Student must complete a self-assessment of their learning skills, and must summarise their findings in a paragraph | Self-assessment is completed | | |
| | | Student accurately summarises their strengths and weaknesses as demonstrated by the self-assessment form | | |
| | | Student states a strategy for improving their learning weaknesses | | |
| | | Paragraph is well structured, containing an introduction, body text, and a conclusion | | |
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| STUDY SKILLS Task 10 – My experience of online learning so far <u>Learning Outcome</u> <i>Use key computer applications effectively</i> <i>Use both local and distance library services effectively</i> <i>Apply APA referencing</i> | <p>The student must submit an essay where they</p> <ul style="list-style-type: none"> ● Reflect on the process of using page-flakes, reading postings on the course blogs, and online learning in general. ● Discuss how they found this initially, and how they find it now. ● Consider how their attitude to computer-based learning has affected their experience, and if this has changed. <p>This essay must be formatted according to the following guidelines</p> <ul style="list-style-type: none"> ● Required length: 800 words (Your essay must be within +/- 20% of this length) ● Essay must incorporate an Introduction, a body, and a Conclusion. ● Should include fonts of at least two different sizes ● Should include bullet points ● A reference list including at least one book from a local library, one sourced through interloan, and one electronic article where sources are recorded according to the APA referencing style. <p>The following must be attached to the essay</p> <ul style="list-style-type: none"> ● a form from a local library confirming the withdrawal of one of their sources ● a verification of interloan from the Bill Robertson Library confirming the withdrawal of one of their sources | Essay structure includes an introduction, a body and a conclusion | | |
| | | Essay fits the word-limit +/- 20% | | |
| | | Introduction introduces the topic clearly | | |
| | | Introduction states the main ideas clearly | | |
| | | Paragraphs are well ordered | | |
| | | Writing flows from topic to topic, paragraph to paragraph | | |
| | | Conclusion is stated clearly, and relates to all main points | | |
| | | Essay describes the students initial experience of online learning | | |
| | | Essay describes the students experience of online learning after a period of at least three months | | |
| | | Document includes fonts of 2 different sizes | | |
| | | Document includes bullet points | | |
| | | Document is submitted by attaching it to an email | | |
| | | Student describes their attitude to computer-based learning. | | |
| | | Essay describes how students attitude has affected their computing experience | | |
| | | Reference list includes at least three sources | | |

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| | | References are correct according to APA referencing style | | |
| | | Evidence is provided that one book has been sourced from a local library | | |
| | | Evidence is provided that one book has been sourced through the Bill Robertson interloan facility | | |
| | | The first electronic source is able to be accessed | | |
| E = / 9 NE = / 10 | | | | |